

SECRET

Classification

Approved For Release 2006/11/13 : CIA RDP75-00399R000100140180-3

CONTROL NO.

DDS/CTR/155 - 53

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Training Category Dictionary

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	XX MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	XX TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Canceled	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer print-out	XX YES IF YES GIVE ADP PROCESSING NO. 611B	HR [] 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS
OTR/ISS/AIR

None
(Form 136,
Form 1961)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
Same as 601A					

B. COSTS OF COMPUTER PRODUCED REPORTS

233 pages x 5¢ per page x 2 times a year = \$23.30

TOTAL COSTS PER YEAR

\$23.30

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
CHANGE	
XX DISCONTINUE	

ESTIMATED SAVINGS
MAN-HOURS
0
DOLLARS
\$23 STAT

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

9 OCT 1970

18. EXTENSION

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Records Management Officer, OTR